

**ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Policies and Procedures  
Monday, September 28, 2015  
8:00 AM***

*Arlington High School  
Guidance Conference Room  
869 Mass Avenue, First Floor  
Arlington, MA*

*Open Meeting*

*Approval of draft Minutes: May 14, and June 2, 2015*

*Public Participation*

*Follow up with Dr. Allison-Ampe on her research of how other towns are handling Kindergarten and Grade 1 admission/entrance ages, JEB Entrance Age and JF School Admission Policy and the expense in evaluating children*

*Continue Revision work on timeline regarding Superintendent Evaluation*

*E-cigarette Policy*

*EEAA Safe Travel Policy Walkers & Riders*

*Follow Up with Dr. Susse on her research about BDFA School Councils to possibly develop a minimum. Also work on policy referral of Dr. Susse made at the 9/10/2015 regular SC Meeting..*

*Discussion of new JKAA Physical restraint regulations and JICFB Bullying Policy*

*American Flag Policy*

*Date of next Meeting*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Judson Pierce, Chair*





## **Town of Arlington, Massachusetts**

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**Approval of draft Minutes: May 14, and June 2, 2015**

**ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Minutes	May 14 2015 Draft minutes
<input type="checkbox"/> Minutes	June 2, 2015 Draft Minutes

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room – May 14, 2015 –5:30 p.m.

Draft Minutes

In Attendance:

Subcommittee Members:	Judson L. Pierce-Chair
	Jennifer Susse
	Kirsi Alison Ampe
School Committee Member:	William Hayner
Administration:	Kathleen Bodie, Superintendent
	Robert Spiegel, Human Resources Director

The meeting was called to order at 5:30pm.

The subcommittee discussed revisions to our Family and Medical Leave policy and a new policy concerning parental leave, draft 2. Eight weeks for maternity leave, two weeks for paternity leave. It was noted that the Town rule on paternity leave is two weeks. It was also noted that the AEA contract provides more than the FMLA policy. Query: how does one define a “primary parent”? Motion to refer these policies to first read at the School Committee meeting on 5/28/15 made by Dr. Susse, seconded by Dr. Alison-Ampe passed unanimously 3-0.

Next meeting will be on Tuesday 6/2/15 at 5:00pm, the subcommittee will discuss what files to take up during the 2015-2016 SC session. Motion to adjourn by Dr. Susse, seconded by Dr. Alison-Ampe, passed unanimously at 6:20pm.

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room – June 2, 2015 –5:00 p.m.

Draft Minutes

In Attendance:

Subcommittee Members:	Judson L. Pierce-Chair
	Jennifer Susse
	Kirsi Alison Ampe
School Committee Member:	William Hayner
Administration:	Kathleen Bodie, Superintendent
Public:	Lenin Ramasamy Ramachandran

The meeting was called to order at 5:00pm. A motion to approve the Draft minutes from the April 14, 2015 Policies and Procedures meeting was made by Dr. Alison-Ampe, seconded by Mr. Pierce. The motion passed unanimously 3-0.

Mr. Ramachandran spoke during public participation about the school admissions policy, specifically the cut off of 8/31 for those entering Kindergarten and those entering first grade. Dr. Bodie spoke in favor of our current policy noting that the content in school is more rigorous than ever before and that this year there were several retentions all with late August birthdays. Mr. Ramachandran suggested using a test to see if the child was appropriate for school even if born after the cut-off date. Dr. Alison-Ampe stated that it is not just on academics but also social, physical, emotional and that it would take complex testing that the school district may not have the resources to conduct. It was noted that we should review what other districts are doing on this topic before suggesting any changes for Arlington.

Mr. Hayner brought forward the subject of CBI and creating a new timeline based on what the Superintendent Evaluation Subcommittee worked on. The subcommittee agreed to make this one of their priorities for the upcoming 2015-2016 cycle.

The subcommittee discussed what it will prioritize for this next SC cycle.

- Bringing in line CBI with our new evaluation timeline
- Safe walk to school
- E-cigarettes
- Tackle the remainder of the list of suggested revisions by our counsel

- School Councils File BDFA
- School Admission Age Eligibility, look at EDCO and TM12 districts

Mr. Pierce will send out a Doodle to schedule the next meeting. Motion to adjourn by Dr. Susse, seconded by Mr. Pierce, passed unanimously at 6:05pm.



## **Town of Arlington, Massachusetts**

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**Follow upwith Dr. Allison-Ampe on her research of how other towns are handling Kindergarten and Grade 1 admission/entrance ages, JEB Entrance Age and JF School Admission Policy and the expense in evaluating children**

### **ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Reference Material	JEB Entrance Age
<input type="checkbox"/> Policy	JF School Admissions

## **ENTRANCE AGE**

The School Committee has the authority, within the limits of the law and State Board of Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

CROSS REFS:       JEA, Compulsory Attendance Dates  
                      JF, School Admissions

**Revised:           September 27, 2005**



## **SCHOOL ADMISSIONS**

Children meeting the entrance age requirement who have never attended school shall be admitted by the Principals. Children entering the Arlington schools from other schools shall be admitted at whatever time in the year they qualify for and request admission. In general, transfer students will be placed at the grade levels to which they were assigned in their previous schools.

### Registration of Kindergarten Children

Advance registration for prospective kindergarten students shall take place in April. Every student seeking admission to school for the first time must present proof of residency, a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee.

LEGAL REFS.: M.G.L. 15:1G, 76:1, 76:5, 76:16

CROSS REFS.: JEC, Entrance Age

**Revised: February 6, 2006**



## **Town of Arlington, Massachusetts**

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**Continue Revision work on timeline regarding Superintendent Evaluation**

**ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Policy	CBI Supt Eval Policy

## EVALUATION OF THE SUPERINTENDENT

The School Committee is responsible for the evaluation of the Superintendent.

The Superintendent's performance evaluation is incorporated into the District-wide goal setting and performance objective process described elsewhere in this policy manual. The annual evaluation cycle for the Superintendent shall be from July 1<sup>st</sup> through June 30<sup>th</sup>, with the following critical dates:

- By September 30<sup>th</sup> each year, the Superintendent shall present evidence of the progress made on the previous year's approved goals, including standards, indicators and elements the School Committee and Superintendent agreed to evaluate.
- By the second School Committee meeting in October each year, School Committee members shall complete in writing and present to the chairperson an End-of-Cycle Summative Evaluation Report on the Superintendent for the previous fiscal year (July 1 through June 30).
- At the first School Committee meeting in November, the School Committee shall, in open session, evaluate the Superintendent as specified below.
- By March 31<sup>st</sup> each year, the Superintendent shall present an interim report on the progress made on the goals agreed to the previous June.
- By May 15<sup>th</sup> each year, the School Committee shall approve the district's yearly goals for the upcoming fiscal year (July 1 through June 30).
- By June 30<sup>th</sup> each year, the Superintendent shall present his or her yearly goals to the School Committee for approval for the new fiscal year (July 1 through June 30), and the School Committee and the Superintendent shall agree by which standards, indicators and elements of the Model Rubric for Superintendents shall be measured for the next fiscal year.

At the first meeting in November each year, the School Committee shall conduct a formal evaluation in open session of the Superintendent. Each committee member will be invited to speak to each section of the evaluation instrument. The Chair has the discretion to institute a time limit for Committee members' remarks. At this meeting, the chair shall read and enter into the record a written End-of-Cycle Summative Evaluation Report, using the instrument developed by the state Department of Elementary and Secondary Education (DESE) that reflects the written evaluations of each member.

In addition to the written End-of-Cycle Summative Evaluation Report that each member must complete by the second meeting in October, any notes or written materials read or referred to in the public evaluation shall become part of the public record.

Committee members are urged to carefully consider the criteria and factors in the evaluation tool and to provide honest, objective feedback that is free of politics and personal agendas.

**Approved and Revised: June 28, 2011 (September 12, 2013 )**



## Town of Arlington, Massachusetts

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### EEAA Safe Travel Policy Walkers & Riders

#### ATTACHMENTS:

Type	Description
<input type="checkbox"/> Policy	EEAA Safe Travels Policy

## **SAFE TRAVEL POLICY WALKERS AND RIDERS**

The School Committee promotes safe traveling routes for all its public school students, deploying traffic supervisors, as needed, at certain streets/intersection, and/or by providing bus service.

When there is a compelling concern for the safety of children traveling to and from school, the Building Principal shall contact the Safety Officer; an advisory committee of parents and staff may be organized (if appropriate) to address any safety issue(s). All recommendations will be made to the Superintendent.

If appropriate, the Superintendent, with input from the Community Safety Department, will then formulate a plan for consideration and possible vote of the School Committee.

As designated by the School Committee students in grades K through 6 are eligible for transportation to and from school if they live more than two (2) miles from their assigned school.

A student who meets any of the following criteria shall qualify for transportation used in traveling between school and home:

1. Special needs students whose disabilities necessitate transportation between school and home and who are not transported in school department vehicles.
2. The School system will extend the same transportation privilege to private school students who reside and attend school within the town of Arlington and who qualify under the criteria set forth above. Exception to the above provisions is made under terms of the School Committee's policy on open enrollment. (See policy JECC)

It is the intent of this policy that all Arlington Public School children will have safe access to their schools and that parents and staff will have input into planning consistent with system-wide practices.

LEGAL REFS.: MGL. 71:7A, 71B;5

**Revised: November 23, 2004**

**Arlington Public Schools**



## **Town of Arlington, Massachusetts**

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**Follow Up with Dr. Susse on her research about BDFA School Councils to possibly develop a minimum. Also work on policy referral of Dr. Susse made at the 9/10/2015 regular SC Meeting..**

### **ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Policy	BDFA School Councils

## SCHOOL COUNCILS

This policy is designed to insure the consistent implementation throughout the Arlington Public Schools of provisions of Massachusetts General Law 71:59C which requires the establishment of School Councils in each of the public schools in the Commonwealth of Massachusetts. The Superintendent and the Principals shall be responsible for familiarizing themselves and ensuring full compliance with MGL 71:59C.

At each school there shall be a School Council composed in accordance with MGL 71:59C, and elected as required therein. The School Committee encourages schools to hold School Council elections prior to the end of each school year in June. School Councils should be broadly representative of the racial and ethnic diversity of the school building and community. School Councils are considered municipal agencies and their members are considered municipal employees for purposes of the conflict of interest law. (MGL 268A)

The school Principal shall co-chair the council, and will be responsible for convening the first meeting no later than forty days after the first day of school, at which meeting a co-chairman shall be selected.

The School Council shall meet regularly during the school year. Meetings of the School Council shall be subject to the provisions of MGL 39:23A through C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, on the official Town bulletin board outside the Town Clerk's office, and that minutes of the meeting shall be maintained as required. Each council is encouraged to set its calendar of regular meetings for the year at its first meeting of the school year, and to post these meetings on the District website and/or their own school website in addition to the posting required by Massachusetts law. Where circumstances warrant, the council may choose to call additional meetings. The scope of the school council does not require, and therefore does not qualify for, executive session.

The School Council shall assist in the identification of the educational needs of the students attending the school, shall assist in the review of the annual school budget and in the formulation of a school improvement plan.

The School Council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law.

At least once per year, the School Committee shall facilitate the provision of training for all interested School Council members, said training to be provided by the Massachusetts Association of School Committees or a comparable training provider.

LEGAL REFS.: M.G.L. 39:23A-C; 71:59C; 268A

**Approved by Arlington School Committee, January 12, 2012**





## Town of Arlington, Massachusetts

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### Dicussion of new JKAA Physical restraint regulations and JICFB Bullying Policy

#### ATTACHMENTS:

Type	Description
▣ Policy	JKAA Physical Restraint
▣ Policy	JICFB Bullying Policy

## PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Arlington Public School District. Further, students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind.

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46:02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

**Mechanical restraint** – the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

**Seclusion restraint** – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

**Chemical restraint** – the administration of medication for the purpose of restraint.

The Superintendent will develop and provide to parents/guardians on request written procedures identifying:

- ◆ Appropriate responses to student behavior, that may require immediate intervention;
- ◆ Methods of preventing student violence, self injurious behavior, and suicide;
- ◆ Descriptions and explanations of the school's method of physical restraint;
- ◆ Descriptions of the school's training and reporting requirements;
- ◆ Procedures for receiving and investigating complaints.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm. Whenever physical restraint is administered school personnel will contact parent(s)/guardian(s) as soon as possible, or as soon as the incident is resolved, or upon deeming the situation clinically safe.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats **that do not constitute a threat of imminent, serious physical harm to the student or others.**

A member of the School Committee or any teacher or any employees or agent of the school committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee, shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

Legal Ref: 603CMR 46.00  
**M.G.L. 71:37G**

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Approved by School Committee, January 26, 2012

## BULLYING PREVENTION

The Arlington Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a student that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Arlington public schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Arlington school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

#### Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

#### Reporting

Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. Observers to bullying incidents may be subject to disciplinary action for failure to report. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall accept anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or his/her designee.

### Investigation Procedures

The Principal or his/her designee, upon receipt of a viable report, shall contact the parents or guardians, in a timely manner, of a student who has been the alleged target or alleged student aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying, to the extent consistent with the school's obligations to investigate and take appropriate action.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis. [change of order only]  
The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found. If a violation is found, the parent of the

targeted student will be informed of what steps will be taken to support the student and to prevent further acts of bullying (or retaliation), so long as long as consistent with applicable legal restrictions. For example, specific information about disciplinary action taken will generally not be released to the target's parent or guardian—unless it involves a “stay away or other directive that the target must be aware of in order to report violations.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies. Disciplinary action for staff who have committed an act of bullying or retaliation shall be in accordance with expectations and standards appropriate to their roles and responsibilities.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality of such reports and related records will be maintained to the extent consistent with applicable law.

#### Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses who have reliable information about bullying shall be prohibited. Students or staff who engage in retaliation may be subject to disciplinary action.

#### Target Assistance

The Arlington Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

#### Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention based on Massachusetts Department of Elementary and Secondary Education (“DESE”) guidelines for acceptable programs shall be incorporated into the curriculum for all K to 12 students.

#### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate

terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Arlington Public Schools website.

REFERENCES:        Massachusetts Department of Elementary and Secondary  
                                 Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.:        Title VI of the Civil Rights Act of 1964 (*prohibiting discrimination  
                                 based on race, color, or national religion*)  
                                 Title IX of the Education Amendments of 1972 (*prohibiting  
                                 discrimination based on sex*)  
                                 Section 504 of the Rehabilitation Act of 1973; Title II of the  
                                 Americans with Disabilities Act of 1990 (*prohibiting discrimination  
                                 based on disability*)  
                                 MGL 71B:3 (*addressing skills for students with disabilities needed to  
                                 avoid/address bullying*)  
                                 MGL 71:37O and 603 CMR 49.00 (*preventing and addressing bullying  
                                 of students*)  
                                 MGL 76:5 and 603 CMR 26.00 (*prohibiting discrimination based on race  
                                 color, sex, gender identity, religion, national origin or sexual orientation*)  
                                 MGL 265:43, 43A (*criminal: stalking, criminal harassment*)  
                                 MGL 268:13B (*criminal: intimidation of witnesses*)  
                                 MGL 269:14A (*criminal: threats relating to weapons, explosives, etc.,  
                                 causing school disruption*)  
                                 MGL 269:17, 18, 19 (*criminal: hazing*)

CROSS REFS:        AC, Nondiscrimination  
                                 ACAB, Sexual Harassment  
                                 JICFA, Prohibition of Hazing  
                                 JK, Student Discipline Regulations

**The Arlington School Committee adopted and approved, October 26, 2010  
Amended [ September 12, 2013].**

***Arlington Public Schools***





## Town of Arlington, Massachusetts

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### American Flag Policy

#### ATTACHMENTS:

Type	Description
<input type="checkbox"/> Policy	Flag Policy File F
<input type="checkbox"/> Policy	support information on Flag Policy

**POLICY ON OUTDOOR DISPLAY  
OF  
THE FLAG OF THE UNITED STATES**

1. The Arlington School Committee shall provide in its annual budget sufficient funds to maintain a flag that is in appropriate condition for each school in the district.
2. Each flag shall be an all-weather flag.
3. The flag will only be displayed during school times unless there is proper lighting to allow the flag to be displayed 24 hours a day all year as set forth in the regulations.
4. If students are involved in raising and lowering the flag then they shall be instructed in the proper etiquette regarding the Flag of the United States.
5. The condition of the flag at each school should be checked regularly to determine if it needs to be replaced.
6. If a flag is replaced because of its condition than it should be disposed of by contacting one of the groups in Arlington that will do this properly.

References:

- 4 US Code § 6 Time and Occasions for Display
- 4 US Code § 8 Respect for Flag

# Flag of the United States of America

## § 6. Time and Occasions for Display

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s birthday, the third Monday in January; 15 Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

## § 8 Respect for Flag

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.